



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

September 1, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

RECORDS AND ARCHIVES MANAGEMENT - SIXTH STATUS REPORT

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Thus far there have been two major ongoing efforts: 1) an inventory of records and archives by department; and 2) an inventory of photos, artwork, special collections, and sculptures. Both efforts are ongoing.

Additionally, we have met with the Haynes Foundation and other members of the historical community to determine next steps that the County should undertake. It is clear that our office needs to devote a full-time position to this effort, given the breadth and complexity of documenting and creating an organization/retention program for the records and archives for a jurisdiction as vast as the County. Therefore, effective October 1, 2004, Dorothea Park of my Office will fulfill the full-time role of County Records and Archives Coordinator. Over the month of September, she will be transitioning out of other current assignments. In the full-time coordinator role, she will work with the Records and Archives Management Task Force, the Historical Landmarks and Records Commission, relevant educational and governmental entities and appropriate consultants to pursue this effort. In order to maintain and document our progress, I will provide your Board with quarterly updates of the Records/Archives effort starting October 15, 2004. With our first quarterly report, we will provide your Board with a more detailed plan of the next steps in this important endeavor.

If you have any questions regarding this status report, please feel free to contact me, or your staff may contact Ms. Park at (213) 974-1319.

DEJ:MKZ
DSP:os

c: All Department Heads
Chair, Historical Landmarks and Records Commission